

RANGE N05

**JTC NO. CPY
FLSA EXEMPT N**

**DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION**

JOB TITLE: Instructional Technical Support Coordinator

DATE PREPARED: Summer 2013

DATE REVISED: Fall 2013; Fall 2016; Spring 2017

GENERAL SUMMARY:

Responsible for managing and maintain the Teaching Learning Center (TLC) and its equipment, computers, and supplies, as well as provide assistance to all staff and faculty at Cedar Valley College.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

- Responsible for the training and maintains the Weave online system.
- Provides one on one training to staff and faculty on educational technological topics.
- Researches, and verifies data to generate and maintain complex reporting.
- Coordinates with other departments to provide for the requirements of the Teaching Learning Center and other departments.
- Maintains accurate records regarding usage of Teaching Learning Center
- Primary resource in answering questions and providing general information regarding the interpretation of policy and procedures for the DCCCD to faculty, deans and administration.
- Provides research support to the director for new program development programs being considered by the college.
- Assist in developing and implementing an adjunct professional development program.
- Performs other duties as assigned.

REPORTING RELATIONSHIP:

Varies to meet organizational needs.

PHYSICAL EFFORT REQUIRED:

Works with light easy to handle materials requiring little physical effort.

Instructional Technical Support Coordinator

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MINIMUM EDUCATIONAL/SKILL REQUIREMENTS:

Bachelor's degree or higher plus four years of experience in an educational environment related to teaching and faculty support or related field **or** Associate's degree or higher plus six years of progressive experience in an educational environment related to teaching and faculty support or related field. Requires one year of supervisory experience of full time staff. Experience using a variety of software and database applications and the ability to understand any issues related to mainframe application. The ability to access information, maintain records and prepare reports. Ability to interpret and apply administrative and departmental policies. Requires demonstrated organizational skills and oral and written communication skills to interact effectively with individuals from diverse backgrounds. Strong knowledge and experience in providing effective customer service. Official transcripts will be required. *** Will be subject to a criminal background check. Some positions may be subject to a fingerprint check. ***

Create 7/2013 – emm
Revised: 09/2013 – emm
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ADA/tmm 04.16.19